

STATE OF LOUISIANA LEGISLATIVE AUDITOR

Louisiana Technical College,
Evangeline Campus
Department of Education
Board of Elementary and
Secondary Education
State of Louisiana
St. Martinville, Louisiana

Scan
99200721
3380

April 28, 1999



Financial and Compliance Audit Division

***Daniel G. Kyle, Ph.D., CPA, CFE
Legislative Auditor***

LEGISLATIVE AUDIT ADVISORY COUNCIL

MEMBERS

**Representative Francis C. Thompson,
Acting Chairman and Vice Chairman**

**Senator Robert J. Barham
Senator Wilson E. Fields
Senator Thomas A. Greene
Senator Craig F. Romero
Representative F. Charles McMains, Jr.
Representative Edwin R. Murray
Representative Warren J. Triche, Jr.**

LEGISLATIVE AUDITOR

Daniel G. Kyle, Ph.D., CPA, CFE

DIRECTOR OF FINANCIAL AND COMPLIANCE AUDIT

Albert J. Robinson, Jr., CPA

This document is produced by the Legislative Auditor, State of Louisiana, Post Office Box 94397, Baton Rouge, Louisiana 70804-9397 in accordance with Louisiana Revised Statute 24:513. Thirty-one copies of this public document were produced at an approximate cost of \$35.96. This material was produced in accordance with the standards for state agencies established pursuant to R.S. 43:31. A copy of this document is available on the Legislative Auditor's Web site at www.la.state.la.us.

In compliance with the Americans With Disabilities Act, if you need special assistance relative to this document, or any documents of the Legislative Auditor, please contact Wayne "Skip" Irwin, Director of Administration, at 225/339-3800.

**LOUISIANA TECHNICAL COLLEGE,
EVANGELINE CAMPUS
DEPARTMENT OF EDUCATION
BOARD OF ELEMENTARY AND
SECONDARY EDUCATION
STATE OF LOUISIANA
St. Martinville, Louisiana**

**Management Letter
Dated March 3, 1999**

Under the provisions of state law, this report is a public document. A copy of this report has been submitted to the Governor, to the Attorney General, and to other public officials as required by state law. A copy of this report has been made available for public inspection at the Baton Rouge office of the Legislative Auditor and at the office of the parish clerk of court.

April 28, 1999



DANIEL G. KYLE, PH.D., CPA, CFE
LEGISLATIVE AUDITOR

OFFICE OF
LEGISLATIVE AUDITOR
STATE OF LOUISIANA
BATON ROUGE, LOUISIANA 70804-9397

1600 NORTH THIRD STREET
POST OFFICE BOX 94397
TELEPHONE: (225) 339-3800
FACSIMILE: (225) 339-3870

March 3, 1999

**LOUISIANA TECHNICAL COLLEGE,
EVANGELINE CAMPUS
DEPARTMENT OF EDUCATION
BOARD OF ELEMENTARY AND
SECONDARY EDUCATION
STATE OF LOUISIANA
St. Martinville, Louisiana**

As part of our audit of the State of Louisiana's financial statements for the year ended June 30, 1999, we conducted certain procedures at Louisiana Technical College, Evangeline Campus. Our procedures included (1) a review of the technical college's internal controls; (2) tests of financial transactions for the years ending June 30, 1999, and June 30, 1998; and (3) tests of adherence to applicable laws, regulations, policies, and procedures governing financial activities for the years ending June 30, 1999, and June 30, 1998.

The Annual Fiscal Reports of Louisiana Technical College, Evangeline Campus are not audited or reviewed by us, and, accordingly, we offer no form of assurance on those reports. The technical college's accounts are an integral part of the State of Louisiana's financial statements, upon which the Louisiana Legislative Auditor expresses an opinion.

Our procedures included interviews with management personnel and other selected technical college personnel. We also evaluated selected documents, files, reports, systems, procedures, and policies as we considered necessary. After analyzing the data, we developed a recommendation for improvement. We then discussed our finding and recommendation with appropriate management personnel before submitting this written report.

Based on the application of the procedures referred to previously, all significant findings are included in this report for management's consideration.

Noncompliance With Movable Property Regulations

Louisiana Technical College, Evangeline Campus did not comply with state movable property regulations. Louisiana Administrative Code Title 34 Part VII 307(A) requires that movable property acquisitions are tagged and information is forwarded to the Louisiana Property Assistance Agency (LPAA) within 45 days of receipt of the property. A test of movable property records revealed that the technical college had not recorded and tagged 12 items of equipment and office furnishings totaling \$12,754, until 88 to 434 days after receipt of the property. Management has not placed sufficient emphasis on

LEGISLATIVE AUDITOR

LOUISIANA TECHNICAL COLLEGE,
EVANGELINE CAMPUS
DEPARTMENT OF EDUCATION
BOARD OF ELEMENTARY AND
SECONDARY EDUCATION
STATE OF LOUISIANA

Management Letter, Dated March 3, 1999

Page 2

compliance with the 45-day requirement. Failure to timely update the movable property records and tag the items increases the risk of loss arising from unauthorized use and subjects the technical college to noncompliance with state laws and regulations.

Management of the technical college should ensure that all movable property acquisitions are tagged and information is forwarded to LPAA within 45 days of receipt of the property. Management concurred with the finding and recommendation and implemented a plan of corrective action. (see Appendix A, page 1.)

The recommendation in this report represents, in our judgment, that most likely to bring about beneficial improvement to the operations of the technical college. The nature of the recommendation, its implementation costs, and its potential impact on the operations of the technical college should be considered in reaching decisions on courses of action. This finding relates to the technical college's compliance with laws and regulations and should be addressed immediately by management.

This report is intended for the information and use of the technical college and its management. By provisions of state law, this report is a public document, and it has been distributed to appropriate public officials.

Respectfully submitted,



Daniel G. Kyle, CPA, CFE
Legislative Auditor

EPM:DLH:PEP:dl

[LTC-EVAN]

Appendix A

Management's Corrective Action Plan and Response to the Finding and Recommendation

Louisiana Technical College
Evangeline Campus

P. O. Box 68
St. Martinville, LA 70582
Phone: (318) 394-6466
FAX: (318) 394-3965

Prosper Chretien
Director

Marion Bonnie
Assistant Director

February 25, 1999

Dr. Daniel G. Kyle, CPA, CFE
Legislative Auditor
State of Louisiana
Baton Rouge, Louisiana 70804-9397

Dear Sir:

RE: Noncompliance with Movable Property Regulations

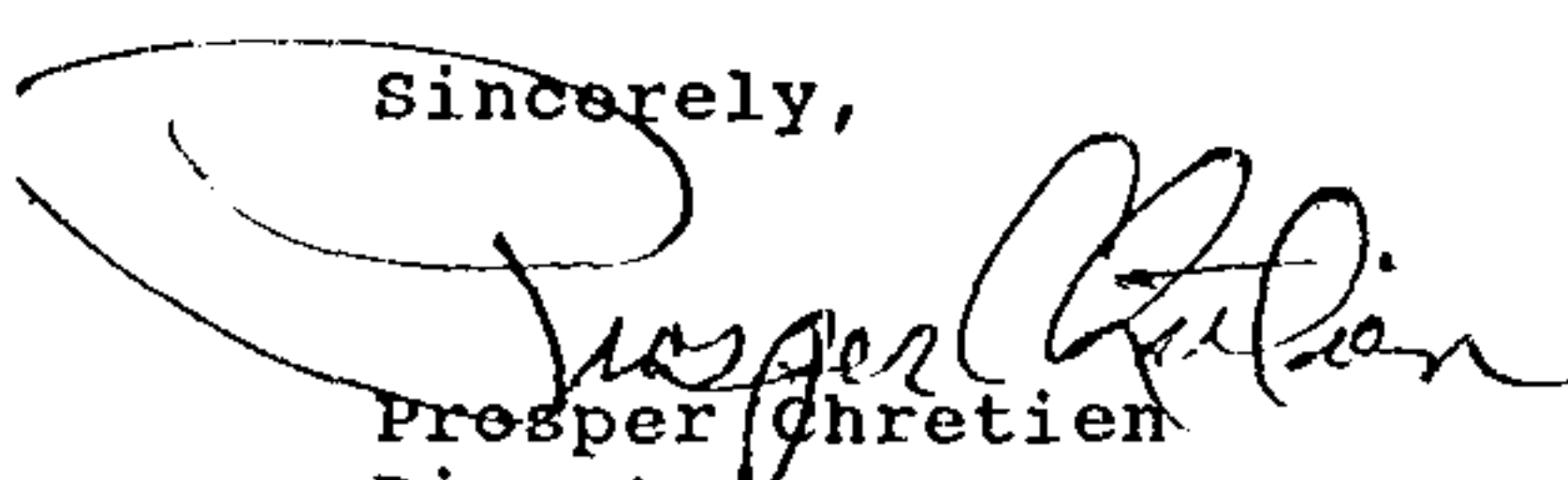
We concur with the finding that the property was not tagged and the information not sent to Louisiana Property Assistance Agency (LPAA) in accordance with Louisiana Administrative Code Title 34 Part VII 307(A).

The reason for the delay was that, the property control manager suffered an extended illness where amputation occurred. There was also a change of personnel in purchasing which created a procedural breakdown. We have rectified this problem by assigning a procurement officer, an assistant property control manager, and have revised the present plan (See Attached). A new employee has been hired on 7-27-98. She will be responsible for following correct procedures.

This plan will go into effect immediately. Marion J. Bonnie, Assistant Director will serve as procurement officer to ensure that all procedures are being carried out correctly.

If I can be of further assistance, please feel free to call on me.

Sincerely,


Prosper Chretien
Director



Equal Opportunity Institution

PLAN

1. Once the invoice is received, three (3) copies will be made. The account clerk, Donna Champagne, will hand deliver one copy to the property control manager, one to the assistant property control manager and one to the instructor who is receiving the equipment. The original copy must be signed and dated by the individual receiving the copy. Once the copy has been signed by the above individuals, a signed copy will be placed in the procurement officer's mailbox to assure that the procedure has been followed effectively.
2. The assistant property control manager, along with the instructor will be responsible for tagging the equipment within ten (10) days of invoice receipt.
3. This information will be forwarded to the property control manager for the completion of the Transmittal form and the submission to LPAA within fifteen (15) days of receiving the information from the assistant property control manager.